

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-10-071

POSITION

Supervisory Pharmacist

GRADE/SALARY

GS-0660-12: \$76,346 - \$94,427 Per Annum
Special Salary Rate authorized under 5 USC 5305

OPENING DATE

05/21/2010

LOCATION AND DUTY STATION

SHIPROCK SERVICE UNIT

Branch of Clinical Services

Pharmacy Section

**Duty Station: Dziłth-Na-O-Dith-Hle
Health Center**

CLOSING DATE

06/11/2010

NUMBER OF VACANCIES

One (1) Vacancy

PCN: 4420-01

APPOINTMENT

■ PERMANENT

WORK SCHEDULE

■ FULL-TIME

AREA OF CONSIDERATION

■ IHS WIDE

PROMOTION POTENTIAL

■ NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL

■ YES, MAY REQUIRE ONE YEAR
PROBATIONARY PERIOD

HOUSING

■ PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

■ WILL BE PAID

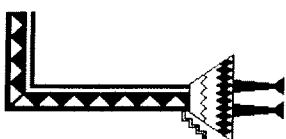
DUTIES: Serves as the Chief of Pharmacy Services with the Dziłth-Na-O-Dith-Hle Health Center (DZHC), Shiprock Service Unit by managing and providing direct clinical pharmacy services for the patients; responsible to manage and supervise the personnel assigned and carrying out the human resources policies and procedures; ongoing analysis to develop program commensurate with the highest quality of care, and to direct and manage the program activities in a manner that ensures the service unit's mission and vision of the Health Center. Functions as the Supervisory Pharmacist with responsibility for Pharmacy services and care for the DZHC. Responsible for providing direction, leadership, guidance, professionalism, supervision, and evaluation to the Pharmacy staff. Responsible for the provision of Pharmacy services and care in the unit including compliance with standards of care, patient safety, and compliance with other applicable standards. Responsible for planning work for the unit including completed and adjusting work schedules as needed to meet the staffing and patient care needs. Evaluates daily operations and services provided to assure efficient use of resources including patient flow, work flow, productivity, and takes appropriate action. Provides supervision to subordinate employees including counseling, disciplinary actions, corrective actions, performance evaluations, and overall management of the employees. Assures orientation of each employee including skills assessment, competency evaluation, safety, infection control, and compliance with mandatory orientation requirements. Conducts monthly meetings with staff. Responsible for the hiring and selection of candidates for vacant positions. Works with the established Performance Improvement (PI) committee to establish, implement, and coordinate the PI programs for the DZHC. Provides direct pharmaceutical services to patients. Selects, procures, prepares, and dispenses only those medications that conform to standards of quality for potency, purity, and effectiveness at the time they are administered to or used by patients. Manufactures and compounds products. Maintains necessary legal records on controlled drugs and other prescription products. Resolves problems related to the clinical, chemical, and therapeutic application of drugs. Consults with physicians on the significance of property of drugs regarding absorption, metabolism, and excretion in all groups. Discusses the role of medicines with patient and/or family members. Counsels patients on safe and effective usage, including compliance, of prescribed medications. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

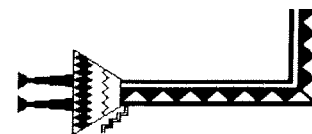
BASIC REQUIREMENTS:

Education: Four year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Licensure: All applicants must be licensed to practice Pharmacy in a State, territory of the United States, or the District of Columbia.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



In addition: For GS-12 – One year of professional pharmacy experience equivalent to at least GS-11.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish basic colors.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision as listed below:

1. Ability to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
2. Ability to accomplish the quality and quantity of work expected with set limits of cost and time.
3. Ability to plan own work and carry out assignments effectively.
4. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions related to the work.
5. Ability to understand and further management goals as these affect day-to-day work operations.
6. Ability to develop improvements in or design new work methods and procedures.

PERSONAL ATTRIBUTES: The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels.

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress.
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

To obtain education credit, applicant must submit a college transcript; diploma; license; or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Immunization Requirement Upon employment, all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: Licensure: All applicants must be licensed to practice Pharmacy in a State, territory of the United States, or the District of Columbia.

OTHER SIGNIFICANT FACTORS: Work is performed on a regular assigned basis to provide continuity of patient care services during evenings, nights, holidays and weekends and may be required to be on-call duty or required to work beyond normal tour of duty to complete assignments and/or to provide adequate program coverage, the meet the workload demands; complete a project/task or alternate with other pharmacist in responding to callback. Routine duties shall include providing pharmacy and drug information services to individuals eligible for services provided by the IHS in homes, schools, clinics, job sites, and other community location within the Shiprock Service Unit. **This position is covered under the Indian Child Protection and is hereby designed an authorized child care position subject to P.L. 101-630 and P.L. 101-647.**

PHYSICAL DEMANDS: N/A.

WORK ENVIRONMENT: N/A.

TIME IN GRADE REQUIREMENTS: A candidate applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-11 grade level to qualify for the GS-12 grade level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-in-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

*****NOTE***** Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, Series GS-0660, for complete information. Substitution of education for experience will be made in accordance with those standards. For additional information, contact your Servicing Human Resources Office.

WHO MAY APPLY:

Excepted Service Examining (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

VETERANS: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. ABILITY TO SUPERVISE/MANAGE; REVIEW, PLAN, DIRECT AND COORDINATE THE WORK OF PROFESSIONAL AND TECHNICAL SUPPORT, INCLUDING KNOWLEDGE OF PERSONNEL RULES AND REGULATIONS.
2. KNOWLEDGE OF PHARMACEUTICAL TECHNIQUES, METHODS AND PROCEDURES TO EFFECTIVELY PLAN, ORGANIZE, CONDUCT AND MANAGE A PHARMACY PROGRAM, INCLUDING KNOWLEDGE OF JCAHO STANDARDS AND PROCEDURES.
3. ABILITY TO WORK UNDER PRESSURE.
4. ABILITY TO ESTABLISH AND MAINTAIN CONTINUING WORKING RELATIONSHIPS.

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Northern Navajo Medical Center, Branch of Human Resources, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

PLUS:

- BIA Form 4432, if applicable
- OF-306, Declaration for Federal Employment, dated January 2001
- Addendum for Child Care & Indian Child Care Worker Positions (form), expires 09/30/2012.
- SF-50, Notification of Personnel Action (if current or former Federal employee)
- Copy of your most recent performance appraisal if you are a current Federal employee

INDIAN PREFERENCE APPLICANTS: If claiming preference, applicants must provide a completed copy of the current Form BIA-4432 (expiration date 08/31/2011), "Verification of Indian Preference for Employment in the BIA and IHS only." Indian Preference will not be given unless the current form is submitted with your application, including any verification by an authorized Tribal Representative or BIA official of tribal enrollment records, documentation of lineal descent, state or academic records that document you possess one-half degree Indian blood from a tribe indigenous to the United States, as well as official records that establish your degree of Indian blood, such as census records. You must also complete the family history chart if necessary. (See the form for detailed instructions for the completion of the BIA-4432).

Current IHS employees with a BIA form on file in their Official Personnel Folder are required to submit a copy of that form with their application.

DECLARATION FOR FEDERAL EMPLOYMENT, (OF-306) and ADDENDUM FOR CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "**YES**" to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application; you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

For more information contact: Margaret Begay, Human Resources Specialist, (505) 368-6091; E-mail: margaret.begay2@ihs.gov.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #7 (HIGH SCHOOL), #8 (COLLEGES AND UNIVERSITIES) AND #9 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title, and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) day and evening phone numbers (with area codes).
3. Social Security Number;
4. Country of Citizenship
5. Veterans: Indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status or reinstatement eligibles.
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable).
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of Degrees received (if no degree show total semester or quarter hours earned); attach copy of transcript(s);
9. Work Experience (paid and non-paid) - Job title, duties and accomplishments, Employer's name and address, Supervisors' names and phone number, **starting and ending dates (month/year), hours worked per week**, and salary;
10. Indicate if we may contact your current supervisor.
11. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments;

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston Standard or the Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran's preference determination, Indian preference, education, training, and/or experience.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Margaret Begay
Margaret Begay

05/20/10

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-10-071. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUALIFICATION STATEMENT
SUPERVISORY PHARMACIST, GS-660-12

1. ABILITY TO SUPERVISE/MANAGE; REVIEW, PLAN, DIRECT AND COORDINATE THE WORK OF PROFESSIONAL AND TECHNICAL SUPPORT STAFF, INCLUDING KNOWLEDGE OF PERSONNEL RULES AND REGULATIONS. This is the knowledge of personnel regulations, rules and procedures, and the ability to use this information to objectively review and evaluate all aspects of the work of subordinate employees. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. KNOWLEDGE OF PHARMACEUTICAL TECHNIQUES, METHODS AND PROCEDURES TO EFFECTIVELY PLAN, ORGANIZE, CONDUCT AND MANAGE A PHARMACY PROGRAM INCLUDING KNOWLEDGE OF JCAHO STANDARDS AND PROCEDURES. This is the ability and knowledge to assign, review, and evaluate the work of subordinate staff ensuring timely performance of adequate quality and quantity of work, with authority to accept, amend, or reject the work. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. ABILITY TO WORK UNDER PRESSURE. This includes the ability to function effectively under pressures of time and/or handling several tasks at once by efficiently planning and organizing work and properly determining priorities. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. ABILITY TO ESTABLISH AND MAINTAIN CONTINUING WORKING RELATIONSHIPS. This includes the ability to establish and maintain continuing working relationships with hospital managers and subordinates. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY, that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date